



# HUMAN RESOURCES

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

To provide professional, reliable and innovative programs and consultative services to attract, train and retain a high-performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

### Strategic Initiatives/Support Highlights

#### Governance

- Expanded electronic Human Resources business processes including applicant tracking, electronic timesheets and employee self-service.
- Continues to operate the Value-Based Design Program that offers incentives in the form of reduced health insurance costs for employees participating in County Wellness Programs.
- Conducts the Wellness program, Live Well LEON, that promotes healthy employee lifestyles and a healthier workplace.
- Continues to train all county employees through the Customer Experience Training program, which provides them with the necessary tools to perform to their top ability and contribute the WOW! in customer service.

### Contact Us

(850) 606-2400  
www.LeonCountyFL.gov/HR

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## ATTRACTING, TRAINING AND RETAINING A QUALITY WORKFORCE

- Encouraged employees to engage in healthy behaviors, which promotes a healthier workplace and reduces employer costs.
  - » The Well-Being Team held the 2014 Annual Wellness Fair in partnership with over 58 participating community and business vendors. Over 485 Leon County Government employees attended.
  - » Live Well LEON hosted 46 seminars for employees with professional guest speakers from the health and wellness industry.
  - » Live Well LEON partnered with Tallahassee Memorial Hospital's Diabetes Center and Weight Watchers for onsite programs.
- Reflecting Leon County's concern for workplace safety, Leon County developed its Domestic Violence, Sexual Violence, and Stalking in the Workplace policy and employee handbook.
- Leon County works tirelessly in exercising responsible stewardship of the community's resources.
  - » Implemented the Banner financial system's Self-Service Module to efficiently provide employees with online access to their personnel information.
  - » Continued to expand electronic business processes, including the electronic timesheet system which automates the time entry for staff, thereby increasing efficiencies and accuracy.
  - » Leon County provided more than 2,200 hours of work-related training.
- Continued to conduct the Summer Youth Training program, which offers youth ages 14-21

an opportunity to help form their career outlook by working in various departments throughout Leon County and providing an educational and productive alternative for the summer months.

- Leon County amended its Employee Recognition Program, to better reinforce its commitment to innovation, efficiencies, and its core practices.

### Demonstrating Highest Standards of Public Service



Leon County received the **2014 National Association of Counties (NACo) Achievement Award** in the category of Personnel Management Employee Training & Benefits for the **Live Well LEON: Small Choices, Big Change** event.



Live Well LEON Souper Bowl Team